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Dear Managing Director,
Sindh Mass Transit Authority (SMTA), Govt of Sindh.

Application for the post of Procurement/Contract Management Specialist.

It's my pleasure to work with any prestigious organization, I have **18+ years** running experience in Managing Engineering Projects with excellent Quality Control and HSE results, so please consider me, till now I never letdown any organization at all.

I have **Bachelor Degree in Civil Engineering** from Mehran University of Engineering & Technology Jamshoro Pakistan.

Beside of above I am **MBA** and **QMS ISO 9001:2008 Certified Lead Auditor**.
Also done **Professional Diploma in Project Management** and some **Safety Courses.**

- Currently working as **Project Director** in **RAILCOP Pakistan Limited at Sukkur Sindh.**
- Worked as **Senior Project Manager** with **Total Parco Pakistan Limited (Client).**
- Worked 8+ years as **Senior Project Engineer** managing the Project development and maintenance of **Hascol Petroleum Limited** in Pakistan **(Client).**

I have well awareness about all Engineering & **QHSE Management**. I have sound professional involvement in following fields of Engineering works/Contract Management.

01. Overall Regional Head (Currently at RAILCOP)
02. PPRA/SPRA Rules
03. Bids Evaluation
04. Contract Management
05. Tender Documents
06. Project Management
07. Quality Management System
08. Industrial Projects
09. Structural works (Universities, Residential, Commercial, Cadet Colleges)
10. Building works (Up to 18th floor) (Cadet Colleges)
11. Architectural Finishing & Utilities Services (Shopping Mall)
12. Road works
13. Oil Storage Terminal & Depot Construction
14. Excavation and Earthworks
15. Precast Concrete (Production & installation)
16. Steel Structures (Bridges, Telecom Towers)
17. Steel Storage Tanks
18. Steel Canopy
19. Telecom Sector
20. EPC and Railways works
21. Oil & Gas Development Sector

For follow-up close coordination/technical meeting with client/consultant/vendor and subcontractor.
If you provide me this opportunity I will prove myself in achieving of assigned targets.
I look forward to hearing from you a positive response very soon.

Detailed CV is also enclosed.

Regards,
Muhammad Farooq Memon
Project Director
RAILCOP, Railway Ground, High Court Road, Sukkur, Sindh.
Mobile: +92 333 7260527

Dear Sir / Madam,

It's my pleasure to work with any prestigious organization.
I have **18+ years** running experience in Managing Engineering Projects with excellent Quality Control and HSE results, so please consider me, till now I never letdown any organization at all.

My Degree attested by HEC Pak, MOFA Pak, Saudi Mission Culture and Saudi Consulate Embassy in Pakistan and medically fit.
I am also willing to work abroad; I am immediately available to travel.

- Current Location: **Pakistan**
- Earliest Availability: **Immediately**
- Total Experience: **18 Years**
- Passport Validity: **5 Years**
- Skype ID: **m_farooq54**
- Mobile Numbers: **(0092 333 7260527)**

I have **Bachelor Degree in Civil Engineering** from Mehran University of Engineering & Technology Jamshoro Pakistan.

Beside of above I am **MBA** and **QMS ISO 9001:2008 Certified Lead Auditor**.
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I have well awareness about all Engineering & **QHSE Management**. I have sound professional involvement in following fields of engineering works.

01. Industrial Projects
02. Structural works (Universities, Residential, Commercial, Cadet Colleges)
03. Building works (Up to 18th floor)
04. Architectural Finishing & Utilities Services (Shopping Mall)
05. Road works
06. Oil Storage Terminal & Depot Construction
07. Excavation and Earthworks
08. Precast Concrete (Production & installation)
09. Steel Structures (Bridges, Telecom Towers)
10. Steel Storage Tanks
11. Steel Canopy
12. Telecom Sector
13. EPC and Railways works
14. Oil & Gas Development Sector

I have well prepared Quality managements system, Quality Assurance Plans, QCP, Method Statements, NCR, ITPs, and Operations & Maintenance Manuals.
Evaluation the effectiveness of system through 1st party, 2nd party auditing.
For follow-up close coordination / technical meeting with client / consultant / vendor and subcontractor.

If you provide me any opportunity I will prove myself in achieving of assigned targets.

I look forward to hearing from you a positive response very soon.

Regards,
Muhammad Farooq Memon
Project Director, RAILCOP Pakistan
Mobile: +92 333 7260527

PROJECT DIRECTOR

MUHAMMAD FAROOQ MEMON

S/O MUHAMMAD BACHAL MEMON
CNIC NO: 43304-8682105-1
PASSPORT NO: AN0201053
DOB: 01-08-1974
Mobile: 0092-333-7260527
0092-333-7260527
E-mail: m_farooq54@yahoo.com
m_farooq54@hotmail.com
Address: H.NO. 6/680 Mohalla Mast Ali Shah, Wagna Gate, Shikarpur, Pakistan.

JOB OBJECTIVES:

Rise above the enhanced to the most excellent, with proficient dedication and utmost sincerity. To work for the professionally managed organization, that offers opportunities to make best use of my knowledge and technical skills. Through which I enhance my personal and professional knowledge to the maximum, thus leading organization and myself on the growth path.

- **Pakistan Engineering Council, Chartered Professional Engineer, Civil / 23505**
- **Master of Business Administration**
- **QMS ISO 9001:2008 Lead Auditor with HSE**
- **Professional Diploma in Project Management**

❖ **18 Years Dynamic Proficient Engineering Experience in Execution & Management**

Profile Summary;

I am fit in every sector of **Civil Engineering** & Managing best Quality indeed as my proven versatile & dynamic experience. A confident energetic and professional graduate with 18 Years' experience in hard core fields of **"ENGINEERING"** strongly in **QHSE Management**. Strive to play active role in a team with an objective of contributing to the potential growth of the company and its immense strength considering timing and competitive environment and shall breathe my work provided with pleasant and friendly work atmosphere, with creative freedom to provide myself.

Organizations are;

- Working as Project Director with RAILCOP
- Worked as with Total Parco Pakistan Limited (Client)
- 08+ Years in Oil & Gas Industry; (Hascol Petroleum Limited) (Client)

Following Engineering Projects done as Senior Project Manager

- **Bulk Oil Storage Terminal** Depot with heavy RCC Tanks Foundations of different types, such as Raft, Isolated, Piling etc also Mechanical & Electrical works with all required API & QHSE measures, having Storage Capacity of HSD 600000 MT & PMG 300000 MT.
- **Project Value PKR 08.5 Billion.**
- 115 New Retail Outlets (Fuel Stations) (Civil, Electrical, Electronics & Mechanical Works) RCC Canopy Foundations, Steel Canopy Erection , Installation & Maintenance of Dispensing Units
- Having 145 Retail Outlets for maintenance at all with required HSE measures.
- 4 Auto CNG Stations done.
- Two Auto LPG Stations done.
- **Managing Company's 12 approved Vendors & Contractors** working on different projects and for 3rd party inspection, such as SGS, Bureau Veritas and Government agencies.
- Over all responsible for Quality Management System of engineering works.

My Role/Function as Sr. Project Manager/Project Director

Fully responsible at assigned area for allocated budget/finance, planning, implementation, Commissioning and safety of project as per international codes, specifications and standards.

In between including all engineered aspects such as leading the project, construction management, Contractor bidding to contractor management, Quality Controlling, HSE measures, procurements, also handling the matters of government agencies for getting approval of New Retail Project development, feasibility of new retail sites (Greenfield or Brownfield), designing, cost estimation, External & Internal coordination and many more.....

Key Responsibilities

1) Standard Implementation of Project:

- Over all responsible for completion of Project.
- Professional/technical competency to execute & maintain site work as company standards & specifications by workings (Civil, Electrical, Mechanical & Electronics)
- Keep eagle eye on every activity to complete project on time duration and within allocated budget.
- End to End activities and problem evaluation at sites.

2) Leadership:

- Ability to work well under pressure and team working relationships
- Strongly leading the project and engage team with demonstrated outlines
- Target oriented with capability to admirably manage multiple primacies & in time
- Motivating quality for self & team (professional efficiency with effectiveness)
- Obligation to work in a team environment, with established team building skills

3) Supervision & Managing Project at all:

- Skillful use of time, budget and all resources in order to complete project
- Planning and cost estimation of projects
- Reinjection of New project, U/C sites progress & maintenance of Commissioned Projects
- To check and Install U/Ground tanks, Steel Canopy, false ceiling, RID material, Piping work, Dispensing Units and maintenance of all
- Coordinating and directing all activities to achieve best result oriented goal
- Regular Touring to sites requirement to maintain company standards and specifications and for progress to complete project on time
- Managing CAPEX and OPEX of project (keep it within scheduled budget)
- To check all financial issues, reviews
- To finalize Arbitration on financial proposals
- Monthly progress report and meeting with all concern personnel, designing, contractors/vendors, TPI, senior management (External & Internal)
- Quarterly report and present the progress to senior management
- Maintain all records of each activity of project (A to Z reporting)
- 3rd party Inspection (SGS, Bureau Veritas and Government agencies)

4) Quality & HSE Measures:

- To check quality of work accomplished by dealers and vendors in their areas
- Follow government agencies measures (OGRA & IoE Rules)
- Ensure all Safety/Firefighting equipment are updated & ready to use at each site all time, arrange some trainings to station staff for HSE measures to ensure managing safety
- To maintain Zero Accident ratio at all Retail stations
- Ensure all code of conducts, follow procedures and retail standards in order to complete Retail outlet

5) New ideas and Creativity:

- To recommend new retail outlets to increase futuristic project development
- Recommend innovative modification of assets to increase company business

- 4 years in Telecom Steel Tower, RCC Building & Infrastructure Construction (Orascom Construction Industries Egyptian and Huawei Tech Ltd. Chinese) (Client)

(Earth Work, Demolishing, RCC Tower Foundation, Steel Tower Erection, Infrastructure, Telecom Building up to Finishing with regarding best QMS)
Following Engineering Projects done as Senior Engineer;

- 335 Sites (Green Field, Roof Top, Mono pole, etc) in different areas of Pakistan with all aspects such as layout plan, excavation, dewatering in waterlogged areas, steel checking, Lean concrete, BTS RCC Tower Foundation (Isolated, Raft, Piling etc.) & Tower Steel Structure, BTS room or shelter foundation RCC, generator pad, fuel tank pad, Tower Erection, painting of walls & Tower, and also all Electrical works.

- 3 ½ years in Building & Infrastructure Construction;
(Rehman Br. & Company) (Main Contractor)
Following Engineering Projects done as Site Engineer;

- Multistoried Buildings & Vilas (Residential & Commercial)
- RCC and Load Bearing Structures

- 1 year in Road Construction; (FWO) Army Organization in Pakistan (Main Contractor)
Following Engineering Projects done as Trainee Site Engineer;
Indus High Way (n 55) Section Jamshoro to Lakhra

Comprehensively;

1. Presently working as **Project Director with RAILCP Pak Ltd.**

   Job descriptions;

   - **Overall Regional Office In-Charge**
   - **PPRA/SPRA rules**
   - **Bids evaluation**
   - **Contract Management**
   - **Tender documents**
   - **Project Management**
   - **Project Finance/Budget**
   - **Quality Management System**
   - **New Business**

   Running development Projects are;

   - Sukkur IBA University (Main Campus)
   - Sukkur IBA College Khairpur (IBA University)
   - Sukkur IBA College Kandhkot (IBA University)
   - Cadet College Khairpur
   - Cadet College Ghotki
   - 05 Projects of Pakistan Railways at different locations

2. Worked from April 30, 2018 to Dec 08, 2018 as **Senior Project Manager** in **Total Parco Pakistan Limited (Client)**

3. Worked from Oct 08, 2009 to April 20, 2018 as "**Senior Project Engineer** cum **QHSE Engineer"** in Oil & Gas Industry in "HASCOL PETROLEUM LIMITED", an adroit collaboration Oil Marketing & Distribution Company in Pakistan. **(Client)**

- To liaise with architect/designer and assist in scrutinizing BOQ, structural drawings, and floating/award of tenders. To carryout pre-qualification of contractors and vendors for construction and other development activities including signage developers, carrying out retail outlet construction site supervision ensuring quality standards.
- To build up the new Retail Outlets and to maintain the Commissioned Retail Outlets (Fuel Stations) and also completed the construction of Company's first Bulk Oil Storage Terminal Depot, now operational in my assigned region Sukkur.
- I was alone responsible for heavily RCC tanks foundations of different types, such as Raft, Isolated, and Piling etc. and also for power works.
- To put in further, participate in retail outlet development programme of the company including site survey, site visit, drawing layouts, for submission to Government/other agencies such as OGRA & Explosive Department with good knowledge, also maintain good contacts with Explosive Department and arrange their approval of our proposals.
- To organize efficient maintenance of facilities including dispensing units, generators, compressors, and signage RID materials.
- To inspect outlets regularly and take corrective measures from HSE point of view.
- To carry out CNG/LPG facilities installation at outlets and familiarize dealers/agents with equipment operations and safety precautions.
- Develop and formulate for management approval quality procedures, controls and qualifications standards for various trades and skills.
- Participate in the preparation of Quality Plan and Inspection & Test Plan (ITP) for the projects.
- Initiate action to prevent occurrence of any nonconformities relating to the construction works activities and quality systems.
- Carry-out all final inspection and testing in accordance with the quality plan / or documented procedures to complete the evidence of conformance of the finished activities to the specified project requirements.
- Establish and maintain documented procedures to control calibrate and maintain inspection, measuring and test equipment. Ensure that inspection, measuring and test equipment are consistent with the required measurement capability.
- Establish and maintain documented procedures for implementing corrective measures.
- Establish and maintain documented procedures for identification, collection, indexing, access, filling, storage, maintenance and disposition of quality records.
- Inspect the construction project worksites at daily basis and prepared reports and correct unsafe work methods and actual conditions.
- Prepare documented procedures consistent with the project's requirements and effectively implement the quality system and its documented procedures.
- To organize efficient maintenance of facilities including dispensing units, generators, compressors, and signage RID materials. To inspect outlets regularly and take corrective measures from HSE point of view.
- To carry out CNG/LPG facilities installation at outlets and familiarize dealers/agents with equipment operations and safety precautions.

TELECOMMUNICATION CONSTRUCTION FIELD

(RCC Foundation; Raft, Isolated, Piling, All Utilities Service & finishing)

1. Worked as **"Senior Civil Engineer"** cum **"Sr. QA/QC Engineer"** in HUAWEI Technologies Pvt. Ltd. (Chinese Company) from January 31st, 2008 to May 31st, 2009. **(Client)**

- To look after different activities such as, A to Z Civil and Electrical works of Telecom Building up to final finishing, For example: layout, excavation, dewatering in waterlogged areas, steel checking, Lean concrete, BTS Tower foundation RCC & Tower Steel Structure, BTS room or shelter foundation RCC, generator pad, fuel tank pad, Tower Erection, painting of walls & Tower, and also all Electrical works.
- Complete supervision & quality control on subcontractor's civil work project implementation according to designs.
- In Huawei, I started from Warid project phase 6.1 in Sukkur region then warid 6.2, it was challenging project to complete in due time but it was honor to our Sukkur team to completed it before due time. Then shifted to Quetta for USF PTCL Pashin project, more challenging project in terms of topographical areas, pashtoon tribal areas near Afghanistan border, it was very hard to work in those areas, after that shifted to Dadu for USF PTCL Dadu project.

- Prepare Quality documents to every inspection stage.
- Preparing of Third Party Inspection reports.
- Final Inspection Report preparation
- Co-ordination with Third Party Inspection.
- Also actively took part in company's production and quality control activities.
- Preparation & submission of all necessary documents for payment certificates.
- Preparing and issuing necessary work orders for the sub-contractor.
- Preparing and issuing necessary work orders for the sub-contractor
- Maintain inspection up keeping the inspection regards.
- Material incoming report preparation, Minimum wastage material planning, Making material requisition as per the approved drawings as per standards & Preparation of material layouts.
- Preparation of Quality Assurance Plan and getting it approved by Third party inspection agencies/Client.

2. Worked as **"Site Engineer"** cum **"QA/QC Engineer"** in Orascom Construction Industries (Egyptian Company) from August 15th, 2005 to January 30th, 2008. **(Client)**

- I have completed regarding over 240 sites so far in different areas of Sindh & Baluchistan. I worked as Incharge in Sukkur & Quetta regions together.
- Responsible for Complete Civil Works of Telecom building upto final finishing, for example: layout, excavation, dewatering in waterlogged areas, steel checking, lean concrete, BTS Tower foundation RCC & Tower Steel Structure, BTS room or shelter foundation RCC, generator pad, fuel tank pad, Tower Erection, painting of walls & Tower, and also power work.
- Responsible to conduct routine inspection of construction activities in accordance with ITP and approved procedures.
- Conduct material receiving inspection of materials and to ensure safe handling and storage of materials.
- Review and ensure that all construction activities shall comply with the approved and latest version of the Issued for Construction drawings for civil and architectural activities.
- To check the Quality of concrete and steel as per specification.
- Inspection of all construction work as per drawings, specifications and codes
- Ensure regular & necessary testing is being done & to obtain timely results
- Inspection of earth work of embankment, sub-grade, sub-base, BBC & BWC.
- Supervision, monitoring and quality control of day-to-day site activities.
- Witness all Field and laboratory tests. Quality control of all civil engineering items, including stage wise inspections up to completion.
- Review and familiarization of approved drawings, project specification, codes and standards. Control and coordinates to the other QA/QC Inspectors all sub-contractor works on the area required for an urgent work scheduled in the milestone.
- Prepare quality plan based on project requirements and specification and submit to client for approval. Give instruction and briefing to other QA/QC Inspectors and contractors regarding to project requirements on each particular area of responsibilities.
- Ensure that all on-going activities, inspection and testing conform to the approved quality plan and project specification. Take control and keep all the test reports and other related documentation are in order.
- Coordinate with clients and contractors representative regarding on project status and other requirements particularly by department.
- Prepare monthly and weekly Reports and status of the project particularly by the department as a monitoring and reference of the clients if necessary.
- Monitors the ongoing activities and coordinate and discuss all related problems occurs in site to involve construction supervisors, construction and project manager if necessary. Ensure that all issued construction NCR must be closed in a short period of time in order to comply with the target completion date of the project.

PURE BUILDING & INFRASTRUCTURE CONSTRUCTION

3. Worked as **"Site Engineer-Civil"** cum **"QA/QC Engineer"** in Rehman Br. & Company from January 2nd, 2002 to August 12th, 2005. **(Main Contractor)**

- Coordinate and arrange general construction activities in execution.
- Analyze performance of subcontractor and see the manpower control is executed in accordance with original plan.
- Coordinate in determining the scope of each supervisor's work.
- Assist in arranging preparatory work to be done by startup team.
- Site inspection, for civil works, structural works and architectural works.
- Inspection of works as per approved drawings and Project specification.
- Responsible for Supervision, monitoring and quality control of day-to-day site activities.
- Witness all Field and laboratory tests. Quality control of all civil engineering items, including stage wise inspections up to completion.
- Conduct inspection of raw materials, bought out items and review of Material Test Certificates (MTC) and the specification requirements.
- Ensure only latest revision approved documents are used on site.
- Ensure all inspections are done as per Inspection and Test Plan and that these are documented on pre-defined forms and check sheets.
- Verify that the quality related site activities are in accordance with the applicable codes and standards.
- Ensure that all inspection reports are accurate and that all attached documents are current status.
- Ensure all work is correctly prepared prior to any inspection being undertaken
- Coordinate with the site construction manager on all quality issues Coordinate and chair the QA/QC site weekly meetings with the project subcontractors QC personnel.
- Ensure the safety is adhered to at site.

4. ROAD CONSTRUCTION

- Time expended: One Year
- Site: Jamshoro to Sehwan Sharif
- Project: Indus High Way (n 55)
- Type of Construction: Asphaltic
- Organization: FWO **(Main Contractor)**
- Job description: (Trainee) Site Work implementation

ACADEMIC RECORD

QUALIFICATION & INSTITUTE	PASSING YEAR	%	CLASS/DIV.
Bachelor Degree in Civil Engineering Mehran University of Engineering & Tech. Jamshoro	2000	77.00	"FIRST"
MBA Shah Abdul Latif University Khairpur	2007	75.64	"FIRST"
H.S.C. II Board of Intermediate & Secondary Education Sukkur	1992	69.72	"FIRST"
S.S.C. II Board of Intermediate & Secondary Education Sukkur	1990	68.94	"FIRST"

RESEARCH WORK DURING FINAL YEAR OF THE ENGG. GRADUATION

1. ENVIRONMENTAL IMPACT OF DRAINAGE PROJECTS OF SINDH ON WATER RESOURCES OF SINDH.
2. WATER QUALITY STANDARDS & ANALYSIS OF DRAINS & WATER RESOURCES OF SINDH.
   - DRAINAGE PROJECTS: RBOD, LBOD, NDP, MNVD etc.
   - WATER RESOURES: Mancher Lake, Hamal Lake, Indus River etc.

➢ **SHORT COURSE IN RADIO/TV. TRADE**
- Sindh Small Industries Corporation (Radio/T.V Training Center Jacobabad), Registered with Sindh Board of Technical Education Karachi

➢ **COMPUTER SKILLS**
- Proficient in MS Office Applications, good aware of AutoCAD and Primavera

➢ **LANGUAGES**
- English, Arabic, Urdu, Hindi, Sindhi (Written & Oral)

➢ **DOMICILE/P.R.C:**
- Shikarpur, Sindh, Pakistan

➢ **REFERENCES**
- Will be furnished on request